

Private Office Cleaning: What to Expect

INFORMATION FOR BUILDING OCCUPANTS



1. WHAT TO EXPECT

- Office cleaning is completed twice a year: during summer break and winter break.
- Certain carpet and/or tile stains may remain if we are not able to remove them with spot-cleaning techniques.
- Empty trash bins. Occupants are responsible for emptying their office recycle bin.
- Vacuum or sweep the floor.
- Dust empty horizontal surfaces such as windowsills, baseboards, and fixtures.
- Clean door handles, door frames, and light switches.
- Extract the carpet if needed.
- Clean the walls as necessary.
- Remove spider webs.
- Clean desks if there are no papers in the way.
- Clean bookshelves if they are empty.



2. OCCUPANT RESPONSIBILITY

- Occupants are responsible for emptying their office recycle bin.
- Clean computers, printers, phones, and cables.
- Dust or clean blinds.
- Occupants are responsible for cleaning their own surfaces that contain personal belongings.



3. DURING THE REST OF THE YEAR — AS REQUESTED

- Private office cleaning is available on request through FM@YourService.
- Between occupancies, please request private office cleaning through FM@YourService.
- Facilities Management Custodial Services asks that all carpet stains be reported as soon as possible so custodial staff have a better chance of completely removing the stain.



THANK YOU FOR HELPING US KEEP WORKSPACES CLEAN, SAFE, AND ACCESSIBLE.